

## Christ Church College



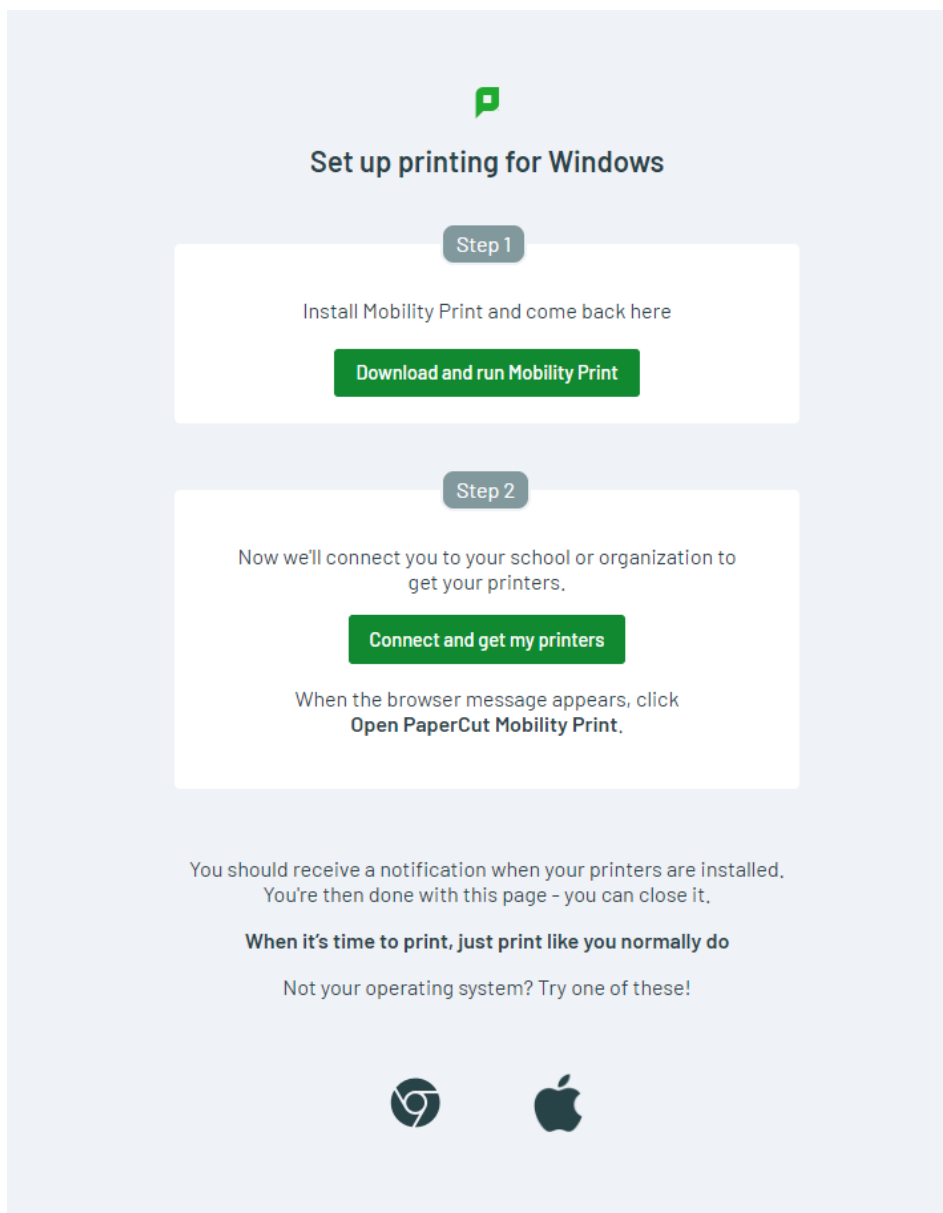
### Mobility Print


Mobility print is available to all Staff, Students and Fellows of the college. This allows you to connect to the college printers from any network and print to the photocopiers at the college.

#### Please Note: This does NOT apply to Android or iOS Devices

Firstly you need to download the Mobility Print Client which can be done by pressing CTRL + clicking on the link below:

[Download CHCH Mobility Print Client](#)





### Set up printing for Windows

**Step 1**

Install Mobility Print and come back here

[Download and run Mobility Print](#)

**Step 2**

Now we'll connect you to your school or organization to get your printers.



[Connect and get my printers](#)

When the browser message appears, click **Open PaperCut Mobility Print.**

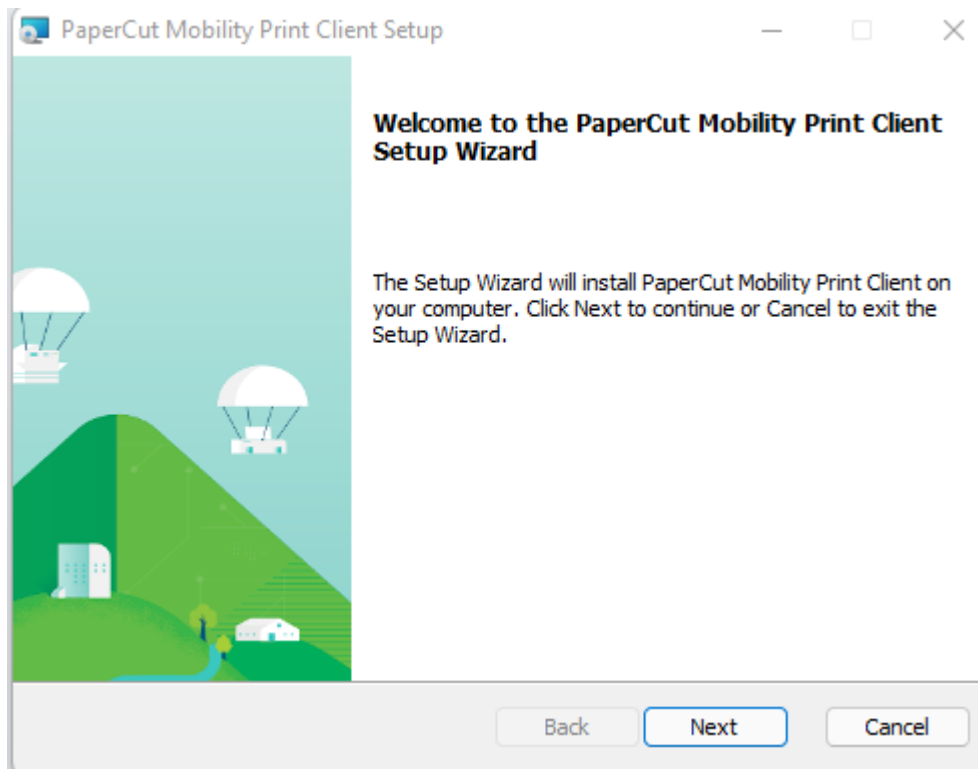
You should receive a notification when your printers are installed.  
You're then done with this page - you can close it.

**When it's time to print, just print like you normally do**

Not your operating system? Try one of these!

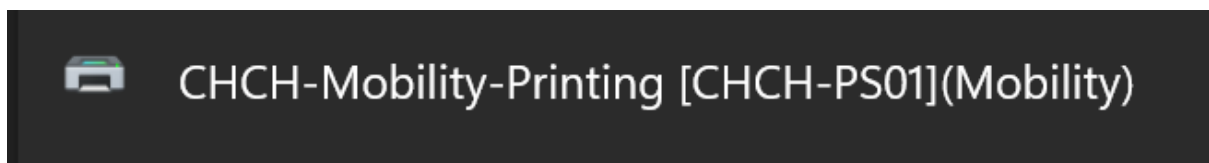
 

Run the downloaded file

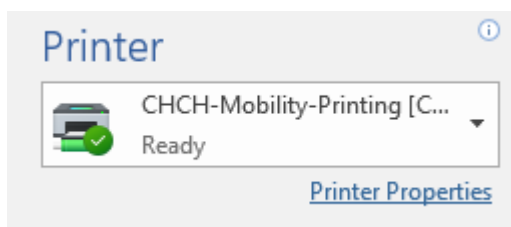


Run through the install by clicking next until clicking on Finish.

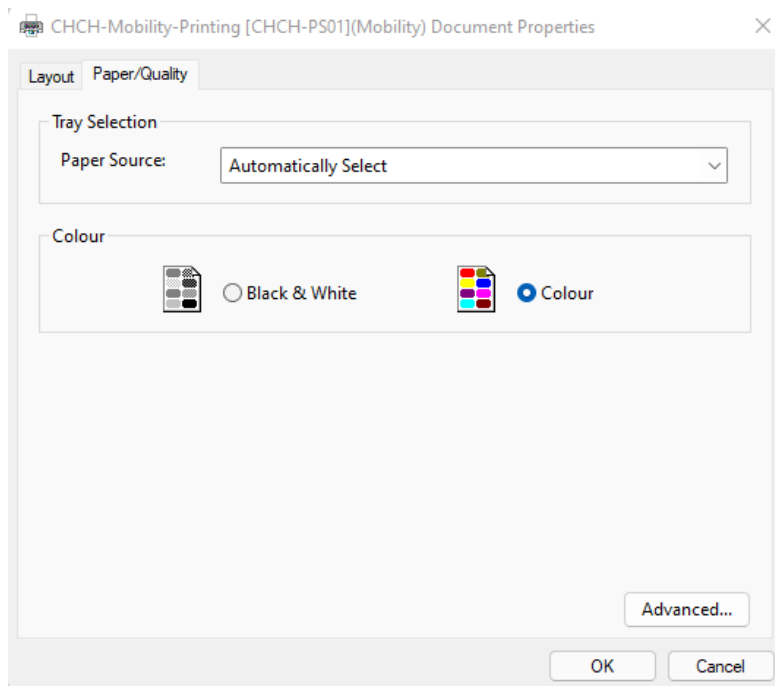
Now select Step 2 and click on 'Connect and get my printers' - this will create a printer called:



Now you should be able to print your documents to the above printer. When printing you can change the colour of your printout from Mono (Default) to colour by clicking on Printer Properties:



And changing the Colour to either Black & White or Colour (as below)

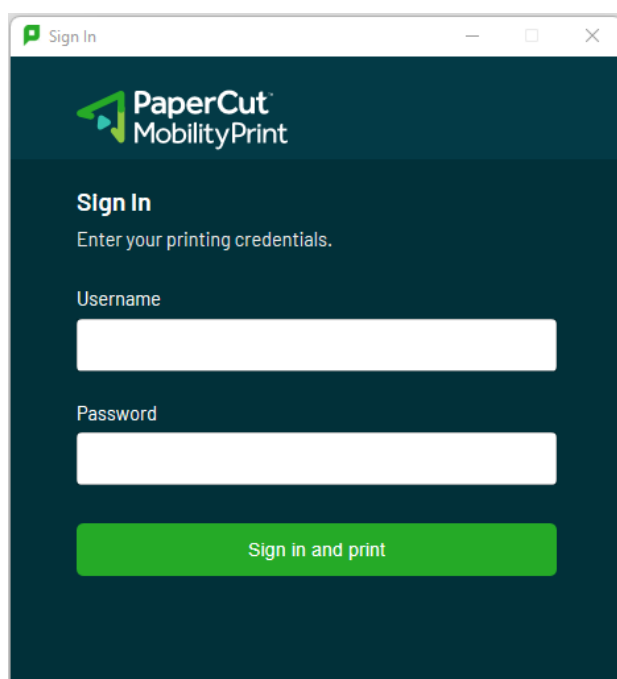


The first time you print you will be asked for you username and password.

- Username will be your college username etc chri1234
- Password – college password (same one you use for CHCH-Members Wi-Fi)

College passwords can be reset here by clicking on CTRL + clicking on the link below:

<https://inquisitor.chch.ox.ac.uk/login/>



## Releasing print jobs on printers

Using your university card – tap on the card reader on the printer:

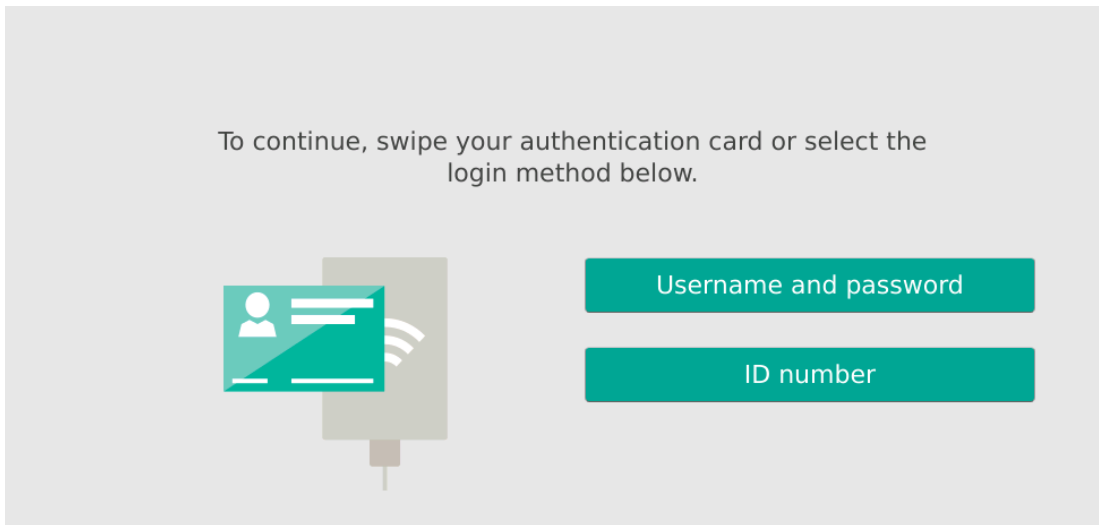


Card  
Reader

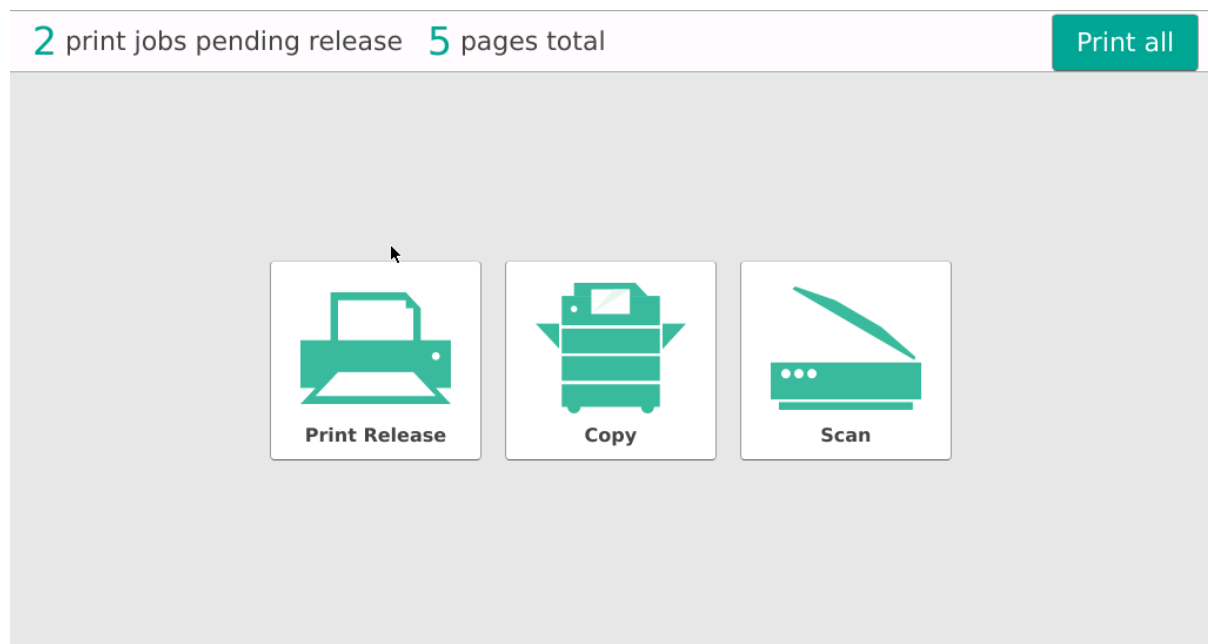


**OR**

Login using the photocopier screen panel with your College username and College password:



This will authenticate you with the system and allow you to release your print jobs.



Either click:

- Print All – will release all jobs

- Print Release – Will allow you to pick particular jobs

Home Christ Church

Select all jobs Job Status

<input type="checkbox"/>	Microsoft Word - Printing Document 2 1 copy, 1-sided, Color, A4	3 minutes ago	>
<input type="checkbox"/>	Microsoft Word - Printing Document 1 1 copy, 1-sided, Color, A4	3 minutes ago	>
<input type="checkbox"/>	Microsoft Word - Document2 1 copy, 1-sided, Color, A4	2 days ago	>

Print as grayscale  Print as 2-sided Print

- Copy – copy function

Copy Storage Settings Template

Ready Set 1  
Paper for left drawer can be added

Auto A

100 % Non-Sort Non-Staple

Zoom Finishing

1→1 Text/Photo

Simplex Original Mode




2-Sided Proof Copy

Stop

Basic Edit Image

29/04/2022 09:03 Job Status

- Scan – scan function – allows you to scan to your university email.

  *Christ Church* 

**Account:** My Personal Account

### Scan to My Email

To

Subject

Filename

Color mode / File type  
Color PDF

Duplex mode  
1-sided

Paper size / Orientation  
A4 Portrait

DPI  
300 DPI

Prompt for more pages

Any issues please contact the IT Helpdesk by sending an email to [it-help@chch.ox.ac.uk](mailto:it-help@chch.ox.ac.uk)